



# Leigh North Street Primary School

[www.leighnorthstreetprimary.co.uk](http://www.leighnorthstreetprimary.co.uk)

**Headteacher:** Mr Ant Hautler NPQH, BA, Dip.Ed (NZ) B.Ed (NZ)

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## Office Manager

(Including Human Resources & PA to the Headteacher)

**Job Ref:** Office Manager

**Position:** Office Manager including Human Resources & PA to the Headteacher

**Position Start Date:** Negotiable

**Application Closes:** 13<sup>th</sup> June 2019 (12pm)

**Date of interview:** 19<sup>th</sup> June 2019

**Pay Range/Level:** Level 8 Starting at £26,471 (Actual Salary)

**Contract Type:** Permanent

### We are looking to appoint enthusiastic, organised and committed Office Manager

An exciting opportunity has arisen to work at our friendly and popular school: we are looking for an enthusiastic **Office Manager**. You will need to be friendly, approachable and organised. Our busy office requires high levels of efficiency in addition to meeting regular deadlines. Administration experience is essential although it does not have to have been within a school setting. The successful candidate will need to manage sensitive situations with empathy, tact and diplomacy and maintain confidentiality. We are a supportive environment looking for staff that are proactive with high expectations.

We can offer:

- A successful primary school where there is an emphasis on providing our children with an exciting and rich curriculum.
- Happy and motivated work environment where everyone is valued
- High performing, talented and friendly staff
- A commitment to your continued professional development
- Supportive parents and Governing Body

We are looking for someone who:

- you will need to be flexible, self-motivated and organised
- bring enthusiasm and energy to our team

We are committed to safeguarding and promoting the welfare of our children and the appointment will be subject to an enhanced DBS check and satisfactory references.

***All appointments are subject to safer recruitments to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.***

**Information about the School** Leigh North Street Primary School is a vibrant, forward thinking school that celebrates learning and new experiences for all. We are a 3 form entry school including Rec – Year 6 children set in the middle of Leigh on Sea. If you would like more information about our wonderful school please visit [www.leighnorthstreetprimaryschool.co.uk](http://www.leighnorthstreetprimaryschool.co.uk) A visit to our school is welcomed - please contact [office@leigh.southend.sch.uk](mailto:office@leigh.southend.sch.uk) to arrange.

***‘We learn together through Questioning, Perseverance and a Growth Mindset’***